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## OFFICE OF PUBLIC INSTRUCTION

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Linda McCulloch  
Superintendent

January 2008

Dear School Administrators,

As a part of the Montana Behavioral Initiative, we are in the process of arranging a School-Wide Information System (SWIS) facilitator training as part of the 2008 MBI Summer Institute. As many of you know, SWIS is a web-based software system for collecting and summarizing office discipline referrals in schools. The purpose of SWIS is to provide schools with accurate, efficient, practical information for decision making about school-wide discipline. As decision making becomes even more important, it is critical for schools to have very good systems in place.

The SWIS was developed to be an efficient, reliable and confidential strategy for managing office-discipline referral information. The SWIS can be used (a) for internal decision making as schools improve their discipline practices, (b) for support plan design with individual students and their families, (c) for reporting to district, state, and federal agencies about school outcomes, and (d) as a method of collecting aggregated data across schools.

The data entered into SWIS are protected to ensure that only approved individuals from the school may access the database. Schools using SWIS sign a license agreement with the University of Oregon that includes an annual fee of \$250 per school per academic year. A discount is available for districts paying for 30 or more schools at one time. For more information about SWIS go to [www.swis.org](http://www.swis.org).

When deciding if you would like to send someone for facilitator training, there are some requirements. It is anticipated that a facilitator would work with more than one school. Facilitators have been most effective if they come to training with the following:

1. A clear role and dedicated time (e.g., FTE) to work with multiple schools to build capacity in the use of information to improve the local social climate. On average, a SWIS facilitator dedicates 40 hours per school over an academic year during the first year a school adopts SWIS. Time to support a school after the first year typically drops dramatically. The SWIS facilitators work with as few as five schools, and as many as 30.
2. Experience in presenting workshops/training to teachers and/or administrators.
3. Computer skills that include use of a traditional word processing program (e.g., WordPerfect, ClarisWorks), and use of a spreadsheet (e.g., Excel, Quatro-Pro).
4. Experience working on the development of individual student and/or school-wide behavior support systems.

*"It is the mission of the Office of Public Instruction to improve teaching and learning through communication, collaboration, advocacy, and accountability to those we serve."*

5. The ability and interest in helping other people (especially school-based teams) become more successful.

We would like to offer this intensive training as part of the 2008 MBI Summer Institute. If you send someone to take advantage of this opportunity, they must commit and attend all three days of the training. The training will be held on Tuesday, Wednesday, and Thursday. There would be no additional charge for this training, as it will be part of the conference registration of \$275.00.

In order to bring the training to Montana, we will need a commitment from schools by February 28, 2008. If you are interested in sending a facilitator to training, please complete the commitment form and return it to:

Susan Bailey-Anderson  
Office of Public Instruction  
PO Box 202501  
Helena, MT 59620-2501  
[sbanderson@mt.gov](mailto:sbanderson@mt.gov)  
Fax: 406-444-3924

Thanks a million. We look forward to hearing from you. For questions, please contact Susan Bailey-Anderson.



## Commitment to School-Wide Information System (SWIS)

We \_\_\_\_\_ School, make a commitment to incorporate the following essential components for SWIS and commit to the following:

**\*Identify a school staff person to be a SWIS facilitator**

**\*Pay the registration of \$275.00 for the training at the MBI Summer Institute**

**\*Participate (facilitator) in the SWIS training at the MBI Institute, June 17-18-19, 2008 – web site <http://www.montana.edu/cs/mbi> (available March 31, 2008)**

**\*Define a clear role and dedicate time for the facilitator to work with multiple schools.**

**\*Sign a license agreement with the University of Oregon (annual fee of \$250.00 per school per academic year.)**

\_\_\_\_\_  
Site Administrator/Principal  
(required)

\_\_\_\_\_  
Date

\_\_\_\_\_  
District Level Administrator  
(required)

\_\_\_\_\_  
Date

\_\_\_\_\_  
MBI Facilitator  
(required)

\_\_\_\_\_  
Date

*Please return this form by February 28, 2008*



## SCHOOL/SWIS FACILITATOR CONTACT INFORMATION

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

School Address: \_\_\_\_\_

Telephone:

(H) \_\_\_\_\_ (W) \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Please return to:

Susan Bailey-Anderson, MBI Coordinator

Office of Public Instruction

PO Box 202501

Helena, MT 59620-2501

Fax: (406) 444-3924

[sbanderson@mt.gov](mailto:sbanderson@mt.gov)

**Please return this form by February 28, 2008**



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